

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814

November 14, 1990



ALL-COUNTY LETTER NO. 90-107

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: AFDC-FAMILY GROUP AND UNEMPLOYED-REPORT ON REASONS
FOR DISCONTINUANCE OF CASH GRANT (FORM ABCD 253)


REFERENCE: MANUAL OF POLICIES AND PROCEDURES 26-218

This letter transmits a camera-ready copy of the AFDC Discontinuance Report (Form ABCD 253) and instructions. Changes to the report and instructions were necessary due to reporting changes mandated by the U.S. Department of Health and Human Services (DHHS) and recently received by the State Department of Social Services (SDSS). Changes to the report are as follows:

1. The addition of "Failure to comply with Job Opportunities and Basic Skills Training (JOBS) program requirements," and
2. The addition of "Loss of Disregards under JOBS program."

These reporting changes will be effective with the January 1991 report month. The first report to SDSS on the new form will be due to the Statistical Services Bureau by the 12th working day following the report month. Subsequent reports will also be due by the 12th working day of the month following the report month.

Any questions regarding these changes should be directed to Mr. Levy St. Mary, Statistical Services Bureau, at (916) 445-2135.


DENNIS J. BOYLE
Deputy Director

Enclosures

cc: CWDA

**AFDC - FAMILY GROUPS AND UNEMPLOYED REPORT
ON REASONS FOR DISCONTINUANCE OF CASH GRANT
(FORM ABCD 253)**

CONTENT

This report provides monthly data on cash grant cases terminated from the AFDC-FG and AFDC-U segments of the AFDC program, classified by primary reason for discontinuing aid.

PURPOSE

The purpose of this report is to provide data on discontinued cash grant cases for analysis of caseload trends and changes, statewide and by county. Data on cases being closed reflects the result of casework and administrative policies and practices, of recipient training and education, and of economic, social and other conditions which influence dependency.

DISTRIBUTION

Information gathered in this report is compiled for use in reporting to the U.S. Department of Health and Human Services.

DUE DATE

Reports are due in Sacramento no later than the 12th working day of the month following the end of each report month. Mail to:

Department of Social Services
Statistical Services Bureau
744 P Street, Mail Station 19-81
Sacramento, CA 95814

GENERAL INSTRUCTIONS

When a cash grant case is discontinued, the primary reason for discontinuance is to be reported on Form ABCD 253. One form covering the two segments of the AFDC program is to be submitted each month.

Reasons for discontinuance have been categorized, and grouped accordingly, to correspond with the specific reason classifications required for federal reporting and are part of these instructions (See Discontinuance Reason Code Classification List: 26-218.90). In those cases where more than one reason is applicable, the reason that is considered most important by the caseworker as having the greatest effect in the closing of the case will apply. Individual discontinuance are to be classified according to the reason for discontinuance included in the written notification to the recipient that the money payment is being discontinued.

ITEM INSTRUCTIONS

Total Cases Discontinued - Enter the total number of discontinuances. This item must equal the sum of Items 1 through 8 and must equal the month total of Item 9 (Terminated or changed in status during the month) of Form CA 237 FG/U. The reporting of the number of recipients in cases discontinued is optional.

1. **No longer eligible child** - Enter the number of discontinuances that occurred because there is no longer an eligible child in the home. Include the following applicable reason codes as indicated on the Discontinuation Reason Code Classification List: Codes 01, 44, 46, 47, 48.
2. **No longer deprived of support or care** - Enter the number of discontinuances that occurred because the child is no longer deprived of parental care or support. Include the following applicable reason codes as indicated on the Discontinuation Reason Code Classification List: Codes 40, 45.
3. **Resources exceed limits** - Enter the number of discontinuances that occurred because the recipient family's resources and/or property now exceeds limits permitted for AFDC eligibility. Include the following applicable reason codes as indicated on the Discontinuation Reason Code Classification List: Codes 33, 34.
4. **Income exceeds requirements:**
 - a. **Earnings increased** - Enter the number of discontinuances that occurred because of excessive income due to increased earnings. Include the following applicable reason codes as indicated on the Discontinuation Reason Code Classification List: Codes 05, 06, 07, 08, 09.
 - b. **Benefits or pensions increased** - Enter the number of discontinuances that occurred because of excessive, income due to increased benefits or pensions. Include the following applicable reason codes as indicated on the Discontinuation Reason Code Classification List: Codes 22, 23, 24, 27, 28, 29, 32.
 - c. **Support from person inside home increased** - Enter the number of discontinuances that occurred because of excessive income due to increased support from person outside the home. Include the following applicable reason codes as indicated on the Discontinuation Reason Code Classification List: Codes 17, 18.

- d. **Support from person outside home** - Enter the number of discontinuances that occurred because of excessive income due to increased support from person outside the home. Include the following applicable reason codes as indicated on the Discontinuance Reason Code Classification List: Codes 19, 21.
- e. **Requirements reduced** - Enter the number of discontinuances that occurred because of excessive income due to a reduction in requirements. Include the following applicable reason codes as indicated on the Discontinuance Reason Code Classification List: Codes 36, 37, 39.
- 5. **Moved or cannot locate** - Enter the number of discontinuances that occurred because the recipient moved or because the agency was unable to establish the whereabouts of the family or contact them for information essential to their continuation in the AFDC program. Code 98.
- 6. **Recipient initiative** - Enter in this item the number of discontinuances due to the recipient's initiative including voluntary withdrawal by the recipient family, refusal to comply with procedural requirements, etc. Include the following applicable reason codes as indicated on the Discontinuance Reason Code Classification List: Codes 50, 52, 53, 54, 55, 56, 59, 60, 61, 70, 97.
- 7. **Transferred to another program segment:**
 - a. To AFDC-FG from AFDC-U Code 93
 - b. To AFDC-U from AFDC-FG, Code 94
 - c. To AFDC-FC from AFDC-FG or U, Code 95
- 8. **Transferred to Another County, Code 96**
- 9. **Failure to comply with JOBS program requirements** - Enter in this item the number of JOBS program discontinuances due to failure to comply with JOBS program requirements.

Code 81
- 10. **Loss of disregards under JOBS program** - Enter in this item the number of discontinuances due to loss of disregards under the JOBS program.

Code 82

11. To be used only on instructions from the Department of Social Services:

- a. Code 90
- b. Code 91
- c. Code 92

Fill in the information requested at the top and bottom of the report form and show the figures required for each item. Zero entries need not be made.

Recap of Code Changes for
AFDC - Family Groups and Unemployed
Report on Reasons for Discontinuances

ABCD 253

ABCD 253 10/74

None
None
None
None
None

ABCD 253 (10/90)

03 - DHS-MEDS
04 - DHS-MEDS
20 - DHS-MEDS
38 - DHS-MEDS
81 & 82

All existing codes not listed in ABCD 253 (10/74) column remain the same.

DISCONTINUANCE REASON CODE CLASSIFICATION LIST
FOR FORM ABCD 253

1. No longer eligible child

Code	Reasons for Discontinuance
01	Discontinuance due to death
44	Became resident of public institution
46	Change in law or agency policy
47	No longer an eligible child in home
48	Loss of residence

2. No longer deprived of support or care

Code	Reason for Discontinuance
40	Parent no longer incapacitated
45	Parent returned to home or remarried

3. Resources exceed limits

Code	Reason for Discontinuance
	(Other change income or resources
33	Real Property
34	Personal Property

DISCONTINUANCE REASON CODE CLASSIFICATION LIST
FOR FORM ABCD 253 (Continued)

4. Income exceeds requirements

a. Earnings increased

Employment or increased earnings of persons in home:

Code	Reason for Discontinuance
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05	Father
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06	Mother
----	--------

07	Child
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08	Stepfather
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09	Other person in home
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b. Benefits or pensions increased

Code	Reason for Discontinuance
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22	OASDI
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23	Other federal program
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24	Veterans Benefits
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27	Unemployment or disability insurance benefit
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28	Other state and local program
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29	Nongovernmental program
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32	Other change in income
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DISCONTINUANCE REASON CODE CLASSIFICATION LIST
FOR FORM ABCD 253 (Continued)

c. Support from person inside home increased

Receipt of or increase in support as result of:

Code	Reason for Discontinuance
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17	Absent parent's return
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18	Remarriage of parent
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d. Support from person outside home increased

Code	Reason for Discontinuance
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(Receipt of or increase in support from person outside home.)

19	Absent father
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21	Other person outside home
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e. Requirements reduced

Code	Reason for Discontinuance
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(Change in need.)

36	Change in state law or agency policy relating to determination of need
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37	Decreased need
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39	Financial reasons (without a change in income or resources) not listed in Codes 36 or 37.
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5. Moved or cannot locate

Code	Reason for Discontinuance
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98	Whereabouts unknown
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DISCONTINUANCE REASON CODE CLASSIFICATION LIST
FOR FORM ABCD 253 (Continued)

6. Recipient initiative

Code	Reason for Discontinuance
50	Refuse to comply with property utilization requirements
52	Refused to participate in a work program (other than JOBS/GAIN)
53	Refused to seek employment in a work program (other than JOBS/GAIN)
54	Refused to accept suitable employment - Employment Development Department referral
55	Refused to accept suitable employment - other source of employment offer
56	Refused to accept or complete training or education (other than under JOBS/GAIN program)
59	Refused to comply with procedural requirement not listed in Codes 50 through 70
60	Refused to provide CA 7 related information
61	Refused to provide essential information (non-CA 7 related)
70	Refused to register with the Employment Development Department for employment, manpower services, or training
97	Discontinued at Recipient's Request

7. Transferred to another program segment

Code	Reason for Discontinuance
93	To AFDC-FG from AFDC-U
94	To AFDC-U from AFDC-FG
95	To AFDC-FC from AFDC-FG or U

DISCONTINUANCE REASON CODE CLASSIFICATION LIST
FOR FORM ABCD 253 (Continued)

8. Transferred to another county

Code	Reason for Discontinuance
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96	Transferred to another county
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9. Failure to comply JOBS program requirements

Code

81

10. Loss of disregard under JOBS program

Code

82

11. To be used only on instructions from the Department of Social
Services:

Code

90

91

92

Send this copy to:
DEPARTMENT OF SOCIAL SERVICES (SDSS)
 Statistical Services
 744 P Street, M.S. 19-81
 Sacramento, CA 95814

AFDC-FAMILY GROUP AND UNEMPLOYED
REPORT ON REASONS FOR DISCONTINUANCE OF CASH GRANT

STATE USE ONLY	COUNTY	
FOR MONTH ENDING (MONTH, DAY, YEAR)		
AFDC		
	FG	U
REASONS FOR DISCONTINUANCE OF CASH GRANT:		
Total cases discontinued (Same as Item 9, Form CA 237 FG/U).....		
(Number of recipients: _____) optional		
1. No eligible child.....		
2. Not deprived of support or care.....		
3. Resources exceeds limits.....		
4. Income exceeds standards.....		
a. Earnings increased.....		
b. Benefits or pensions increased.....		
c. Support from person inside home increased.....		
d. Support from person outside home increased.....		
e. Requirements reduced.....		
5. Moved or cannot locate.....		
6. Recipient initiative.....		
(Number of cases discontinued due to CA 7 noncompliance _____)		
7. Transferred to another program segment:		
a. AFDC-FG.....		
b. AFDC-U.....		
c. AFDC-FC.....		
8. Transferred to another county.....		
9. Failure to comply with JOBS program requirements.....		
10. Loss of disregards under JOBS program.....		
11. To be used only on instructions from the SDSS.		
a. _____		
b. _____		
c. _____		
Report prepared by:	Telephone ()	Date Prepared / /